

# **QUONSET DEVELOPMENT CORPORATION**

## **STRATEGIC PLANNING COMMITTEE MEETING**

**April 22, 2010**

**A meeting of the Strategic Planning Committee of the Quonset Development Corporation (the “Corporation”) was held at 4:00 p.m. on Thursday, April 22, 2010: at the offices of the Corporation located at 95 Cripe Street, North Kingstown, Rhode Island, pursuant to notice to all members of the Strategic Planning Committee and a public notice of the meeting as required by the Bylaws of the Corporation and applicable Rhode Island Law.**

**The Following members constituting a quorum were present and participated throughout the meeting as indicated: John Simpson, Barbara Jackson and Robert Breslin. John Patterson, QDC board member; Kevin Barry, Finance Director; Katherine Trapani, Planning Manager; Christine Andrews Administrative Assistant of Quonset Development Corporation; David Preston of New Harbor and Meredith Pickering from RI Senate Finance participated as indicated:**

### **1. CALL TO ORDER;**

**The meeting was called to order at 4:10 p.m. by Chairperson John Simpson.**

### **2. APPROVAL OF MINUTES FROM AUGUST 4, 2009:**

**Upon motion duly made by Barbara Jackson and seconded by Robert Breslin.**

**VOTED: To approve the minutes of the meeting of August 4, 2009, as submitted to the Strategic Planning Committee.**

**Voting in favor were: John Simpson, Robert Breslin and Barbara Jackson**

**Voting against were: none.**

**Unanimously approved.**

### **3. APPROVAL OF MINUTES FROM AUGUST 17, 2009:**

**Mr. Breslin would like to amend the last sentence so it reads:**

**“Mr. Barry added that he thought it would make good sense to have a combined meeting with the Strategic Planning Committee and Audit Finance Committee to report on the status of these goals to the Board.”**

**Upon motion duly made by Barbara Jackson and seconded by Robert Breslin.**

**VOTED: To approve the minutes of the meeting of August 17, 2009, as amended.**

**Voting in favor were: John Simpson, Robert Breslin and Barbara Jackson.**

**Voting against were: none.**

**Unanimously Approved.**

#### **4. REVIEW OF THE QDC MANAGEMENT OPERATING PLAN:**

**Prior to discussing the operating plan, members requested that future Board packets for land transactions include the following:**

- 1. how transactions meet goals and objectives**
- 2. list the principals of the companies**

**Mr. Simpson stated the purpose of this meeting is to review and comment on the QDC Management Operating Plan that was put together by the QDC staff and The Maguire Group.**

**The committee members discussed the Operating Plan and identified the following modifications:**

- Page 1**
  - o second bullet change it to read: "Identifies the resources required to implement and sustain the plan"**
  - o Document should be dated**

- o **Background:**

- &#61607; add to beginning of the second sentence "As of (insert date) The Park has.....

- **Page 2:**

- o **QDC Board**

- &#61607; delete first sentence

- o **QDC Mission**

- &#61607; second bullet should read, "Contribute to the funding of State and Local governments through tax generation."

- **Page 3:**

- o change first sentence to:" The QDC, working with its Strategic Planning.....

- o Critical Success Factor number 7 to read "Maintain all QDC roads, grounds and public infrastructure to sustain the appeal to the Park."

**Ms. Jackson requested that Steven King make sure that the wording of Critical Success Factor number 7 will not have an effect with the on going discussion with the Town of North Kingstown.**

- o Add title "Implementation Plan" to the Critical Success Factors Matrix

- o change the last sentence to read "The Critical Success Factors appear in the Implementation Plan as objectives and actions.

- **Page 4:**

**o page title should be: "QDC Goals" not "QDC Objectives"**

**• Page 5:**

**o On each organizational chart box add number of staff for each supervisor**

**• Page 6:**

**o On each organizational chart box add number of staff for each supervisor**

**• Page 7:**

**o Implementation:**

**Committee discussed the opening paragraph, very important paragraph leads into the way the plan works. Committee agreed to the following changes and or modifications:**

**&#61607; first sentence needs to be deleted**

**&#61607; change "measure" to "target"**

**&#61607; performance target in each objective not in each action**

**&#61607; subcommittees to have a role in setting targets**

**&#61607; change "objectives" to "goals" and "strategies" to "objectives"**

**&#61607; performance measure will be on the objectives - staff reports to the subcommittee for each**

**&#61607; staff report to be handed out on objectives and goals at each board meeting once plan is approved**

**&#61607; goals and objectives reinforce the Critical Success Factor**

**Next Steps:**

**&#61607; Ms. Trapani and Mr. Barry will re-write opening paragraph for Implementation.**

**&#61607; Make changes- reissue to committee via email for final comments**

**&#61607; May 12, 2010 joint meeting with Strategic Planning, Marketing and Finance subcommittees**

**&#61607; First draft to be handed out to board members for the May 19, 2010 board meeting**

**&#61607; Final plan for approval by board for the June 21, 2010 board meeting**

**There being no further business to come before the committee, upon motion duly made by Mr. Breslin and seconded by Ms. Jackson the meeting was adjourned at 5:15 p.m.**

**Respectively submitted:**

**By:\_\_\_\_\_**

**Kevin Barry.**

**Finance Director**

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